



# INSTRUCTIONS

## *Employee Info:*

- Work Status – Indicate if employee is permanent, temporary or retired
- Employee Name - Enter the Employee Name
- Employee Title - Enter the Employee Title, not to exceed 35 characters **including** spaces. No special characters or symbols.  
*NOTE: If retired include (Ret.) or (RET, LEOSA), for example – Supreme Allied Commander (Ret.) or, Chief of All Police Everywhere (Ret, LEOSA)*
- Employee Work Address - Enter the **WORK** Street and City address of the employee, not to exceed 36 characters **including** spaces. If retired use home address.
- Phone/Email – Enter employee contact information
- Employee Date of Birth - Enter the employee date of birth
- Employee ID Number - Enter the 5 digit employee **ID** number, **not** the employee's position number.
- Employee VT License # - Enter your Vermont driver license/permit number
- Employee Signature - Must be signed by the employee

## *Agency/Dept Info:*

- Agency Name - Enter the Agency Name. Example: 'Agency of Transportation'
- Department Name - Enter the Department Name. Example: 'Motor Vehicles'
- Signature of Authorizing Agent - Application must be signed by an authorized representative of your Agency. You must have this signature even if you are paying for the ID card yourself.
- Title of Authorizing Agent – Enter the Authorizing Agent's title. Example: 'Chief of Internal Operations'

## *Fee/Payment Info:*

- If the ID card will be paid by the employee's Agency/Department, you must enter the appropriate information dependent upon the accounting system used for payment.
  - If payment will be made via a **VISION Voucher** the following information should be used for submitting payment:
    - ⇒ Name: **AOT-DMV-001**
    - ⇒ Vendor (VISION) Number: **133778**
    - ⇒ Invoice: (Enter the name of the person on the application)
    - ⇒ Payment: **Wire**
  - ▶ **You must also submit a VISION voucher screen print with this application.**
- ID cards can be obtained at any DMV location. No appointments are necessary.
- You will need to provide proof of identification such as a license, birth certificate, prior ID card, etc.

## *Office Locations & Hours*

Bennington, Dummerston, Middlebury, Montpelier, Newport, Rutland, South Burlington, St Albans, St Johnsbury, Springfield, and White River Junction. Hours vary by location. Call or visit us online for details.

## *Law Enforcement Officers Safety Act (LEOSA)*

If applying for a retired ID under the LEOSA you must provide a letter from the agency you retired from indicating that you meet the LEOSA criteria and retired in good standing.

## *Instructions for DMV Employee Processing Application*

- No special characters or symbols. Example: do not use "&" symbol.
- Current Employee
  - Enter void date of the Identification Card. Void date calculated as for License (four birthdays).
  - To create card us the command – NBS.EMP/"employee number"
- Retired Employee
  - Void date will be "indefinite".
  - To create a retired card us the command – NBS.RET/"employee number"
  - To create an indefinite void date leave the field blank on the NBS screen
- Retired Law Enforcement
  - See above under LEOSA